NSF SBIR/STTR Phase II

Step-by-Step Guide for Entering Proposal in FastLane

For formatting requirements, click here to visit the GPG.

If the GPG differs from the Phase II Proposal Preparation Instructions, these instructions take precedence.

ADA & 508 Compliance Assistance - Please Call the FastLane Help Desk at 1-800-673-6188.

Phase I Final or Phase IB Interim Reports: Remember, you must submit the Phase I Final or Phase IB Interim Report in Research.gov as a Phase I project deliverable. This report does not have to be approved by NSF prior to inclusion in your Phase II proposal. You must then ALSO upload the Phase I Final (or Phase IB Interim) Report into the FastLane Supplementary Docs module for your Phase II proposal.

****

Please visit our Phase II Proposal Information website to download all required forms and for full details about proposal requirements: http://www.nsf.gov/eng/iip/sbir/how-to-apply_phaseii.jsp

Read the "SBIR/STTR Phase II Proposal Contents" guide carefully prior to drafting and submitting a Phase II proposal to NSF.

For Assistance with FastLane - Please Call the FastLane Help Desk at 1-800-673-6188.
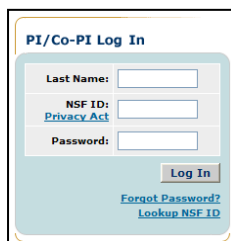
****

To get started follow the steps outlined below:

1. Go to the FastLane home page http://www.FastLane.nsf.gov

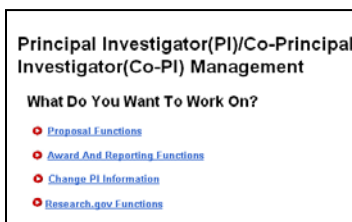2. Select the **Proposal, Awards & Status link** on the top (blue) menu bar.

3. Fill in Log In information in the "PI/CO-PI Log In" box on the right side of the screen.
Note: The Principal Investigator (PI) for the proposed Phase II project should login and prepare the proposal.
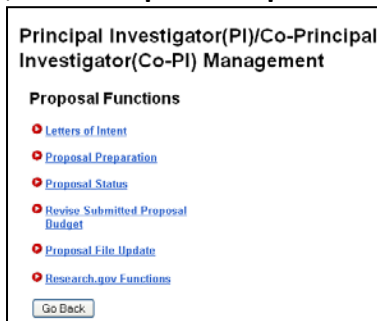
PI/Co-PI Log In

Last Name:

NSF ID:
Privacy Act

Password:

Log In

Forgot Password?
Lookup NSF ID

- Click the **"Log In"** button

4. On the **Principal Investigator (PI)/Co-Principal Investigator (CO-PI) Management** screen, select **"Proposal Functions"**

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

What Do You Want To Work On?

O Proposal Functions

O Award And Reporting Functions

O Change PI Information

O Research.gov Functions

5. On the **Proposal Functions** screen, click "**Proposal Preparation**"

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

Proposal Functions

O Letters of Intent

O Proposal Preparation

O Proposal Status

O Revise Submitted Proposal Budget

O Proposal File Update

O Research.gov Functions

Go Back

6. On the **Principal Investigator (PI) Information** screen, check the PI information for accuracy. You may choose to update or edit the PI information by selecting the **"Edit PI Information"** button.   Then click the **"Prepare Proposal"** button.

Principal Investigator (PI) Information

Notices: In the *January 2002 Grant Proposal Guide* (GPG), NSF published revised proposal preparation guidelines. Review the latest *Project Summary Section of the Grant Proposal Guide* (opens new window) and *Project Description Section of the Grant Proposal Guide* (opens new window) for more information. PIs were instructed that they must address both merit review criteria in the preparation of proposals submitted to NSF. The GPG now reflects that proposers must clearly address, in separate statements within the one-page limitation, both of the NSF merit review criteria in the Project Summary. The GPG also reiterates that broader impacts resulting from the proposed project must be addressed in the Project Description and described as an integral part of the narrative.

Examples illustrating activities likely to demonstrate broader impacts are available electronically on the NSF website at: http://www.nsf.gov/pubs/gpg/broaderimpacts.pdf (opens new window).

These changes should be carefully considered by PIs when preparing proposals for submission to NSF. Effective October 1, 2002, proposals that do not address the two merit review criteria in separate statements in the project summary will be returned without review.

[Edit PI Information] [Prepare Proposal] [View Submitted]
[Go Back]

Name	A B		
Organization	Test Institution 5300010004		
Department			
Address	b	Phone	(703) 292-5337
	a, VA 222061057	Fax	No Valid Number Provided
		EMail	brucegq@yahoo.com
Country	US		

Gender	Do not wish to provide		
Citizenship	US citizen	Degree Year	1999
Ethnicity	Do not wish to provide	Degree	DFES
Disability Status			
Race	White		

Serving or ever served on a Federally Funded Project as a PI or Co-PI. - **No**

[Edit PI Information] [Prepare Proposal] [View Submitted]
[Go Back]

7. Once you select to prepare your proposal the **Proposal Actions** Screen appears. Scroll down past the **Temporary Proposals in Progress** section to the **Create New Proposal** section at the bottom, and click on the appropriate *"SBIR Phase II"* or *"STTR Phase II"* button.

Create New Proposal

[Create Blank Proposal] [Use Template]
[SBIR Phase I] [SBIR Phase II] [STTR Phase I] [STTR Phase II]
[Go Back]

8. The **SBIR/STTR Phase I Selector** screen appears. **Important!** You will see a listing of your company's SBIR/STTR Phase I Awards in which you served as PI. **Highlight** the SBIR/STTR Phase I award for which you are submitting a Phase II proposal.

For a PI change between Phase I and Phase II - **NO Awards will appear**; type in the Phase I Award Number - Scroll down and click on the **Use** button. This will automatically assign the person who started the proposal in FastLane to be assigned as the new PI for the Phase II proposal.

SBIR Phase I Selector

Instructions for beginning a new SBIR Phase II Proposal. The box below includes all of your current SBIR Phase I Awards. Select from the list and click the " Use " button to start a SBIR Phase II proposal. All relative information will be passed on to your SBIR phase II proposal.

SBIR Phase I Awards (No current awards)

If no list appears above or if your Phase I award does not appear on the list, type the award number from your Phase I award in the space provided below. Remember that SBIR Phase II proposals must be based on a prior SBIR Phase I Award.

Phase I Award number [   ]

[Use] [ReSet] [GoBack]

*The __Form Preparation__ screen is the control center for proposal development. All of the **GO** buttons move you to each of the different modules that you need to complete in order to prepare your proposal. It is strongly advised that you prepare each of the sections offline and then upload the sections to each of the modules. The Budget is the only section for which you will need to enter the information directly into FastLane; however, the budget justification(s) can be prepared offline and uploaded into the Budget Justification module.*

9. At the top of the **Form Preparation** page will be the text *Forms for Temp Proposal #* - this number will be used as a reference throughout the preparation process. *When your FastLane Contact/SPO finally submits your proposal to NSF, your proposal will be assigned an official NSF proposal number, the first two digits of which will match the fiscal year in which the proposal was submitted (e.g. proposals submitted between October 1, 2012 and September 30, 2013 will be numbered 13xxxxx). This official proposal number should be used in all further communications with NSF.*

Click on the **"GO"** button to the left of **"Cover Sheet"**.

Forms for Temp. Proposal #7154556
SBIR Phase I:test title

Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved	Form	Saved
GO Cover Sheet	05/30/12	GO Project Summary	01/14/13
GO Table of Contents	N/A	GO Project Description	
GO References Cited		GO Biographical Sketches	07/06/11
GO Budgets (Including Justification)	09/01/11	GO Current and Pending Support	08/18/11
GO Facilities, Equipment, and Other Resources			

Supplementary Documents

GO Data Management Plan

GO Mentoring Plan[1]

GO Project Summary with Special Characters

GO Other Supplementary Docs   07/06/11

Single Copy Documents

GO PI/Co-PI Information	N/A	GO Add/Delete Non Co-PI Senior Personnel	N/A
GO Deviation Authorization(if applicable)		GO Change PI	
GO List of Suggested Reviewers (optional)	N/A	GO Link Collaborative Proposals	
GO Additional Single Copy Documents			

Go Back

The Cover Sheet has been divided into four sections. To complete the Cover Sheet you must complete all four sections.

9a. The first Cover Sheet **"GO"** Button is **"Awardee Organization/Primary Place of Performance Selection"**

Cover Sheet Components Form

The NSF Cover Sheet within FastLane has been divided into 3 sections:
- Program Announcement / Solicitation Number Selection
- NSF Unit Consideration
- Remainder of Cover Sheet

To complete a section, click on the Go button, and click on OK to save the data.

[GO] Awardee Organization/Primary Place Of Performance Selection

Awardee Organization   Primary Place of Performance

Test Institution

Address   Arlington, VA 22230

Inst. Code   5300010004
DUNS #   Not Found

[GO] Program Announcement / Solicitation / Program Description No., or In response to Grant Proposal Guide (GPG).
- NSF 11-691 - Small Business Innovation Research Program Phase I Solicitation FY-2011 (Release 2).

[GO] NSF Unit Consideration
Current List of selected NSF UNITS:
1. IIP - SMALL BUSINESS PHASE I

[GO] *Remainder of the Cover Sheet

[Go Back]

The Awardee Organization information is pre-populated from the PI information. Click on the **"Add/Change Primary Place of Performance"** button to make necessary updates.

Institutions for this proposal

	Awardee Organization		Primary Place of Performance
Address:	Test Institution Test Institution Arlington, VA 22230	Address:	
Institution Code:	5300010004		[Add/Change Primary Place of Performance]
DUNS Number:	Not Found		

[Change Awardee]

[Go Back]

- ✓ STTR proposals should click "Add/Change Primary Place of Performance" and enter data for the mandatory sub-awardee research institution.
- ✓ SBIR proposers may select a sub-awardee research organization (if applicable) for the Primary Place of Performance, or should select "Same as Awardee Organization".
- ✓ When inputting an address for the "Primary Place of Performance", you **must** include the **nine-digit zip code**. (Proposers are advised to use the United States Postal Service website to look up their nine-digit zip code at www.usps.com)

After the Primary Place of Performance is identified, click **"Save Primary Place of Performance"**.

After saving, click **"Go Back"** on the "Add/Change Primary Place of Performance" and the "Institutions for this Proposal" page to return to the Cover Sheets Components Form.

9b. The second Cover Sheet **"GO"** Button is **"Program Announcement / Solicitation / Program Description"**

and

9c. The third Cover Sheet **"GO"** Button is **"NSF Unit Consideration"**

* The "Program Announcement/Solicitation/Program Description Number" and the "NSF Unit Consideration" will appear automatically, pre-populated with the correct data from your Phase I award.

Cover Sheet Components Form

The NSF Cover Sheet within FastLane has been divided into 3 sections:
- Program Announcement / Solicitation Number Selection
- NSF Unit Consideration
- Remainder of Cover Sheet

To complete a section, click on the Go button, and click on OK to save the data.

GO Awardee Organization/Primary Place Of Performance Selection

Awardee Organization   Primary Place of Performance
Test Institution   **Test Institution**

Address   Arlington, VA 22230
                                VA ,US222300001

Inst. Code   5300010004
DUNS #   Not Found

GO Program Announcement / Solicitation / Program Description No., or In response to Grant Proposal Guide (GPG).
- NSF 11-691 - Small Business Innovation Research Program Phase I Solicitation FY-2011 (Release 2).

GO NSF Unit Consideration
Current List of selected NSF UNITS:

1. IIP - SMALL BUSINESS PHASE I

GO *Remainder of the Cover Sheet

Go Back

9d. The fourth Cover Sheet "GO" Button is "Remainder of the Cover Sheet"

Click the **"GO"** button and provide the required information to complete the cover sheet.
"Title of Proposed Project": The system has already been programmed for each title to begin with
SBIR Phase II: or **STTR Phase II:**
** Please **include** two spaces after the colon before typing the project title.*
** Please **do not use** acronyms in the proposal title. The title will be public information and should be crafted to clearly convey the technical purpose of the project.*

"Budget and Duration Information": Three items are requested.

- ✓ **Requested Amount:** Enter the requested amount of funds. This number should match the total funds line as listed in the budget.
    - **SBIR/STTR Phase II budgets cannot exceed $750,000.**
- ✓ **Proposal Duration:** Enter 24 months in the box.
- ✓ **Requested Starting Date:** For deadline dates in July, enter the following January 1st. For deadline dates in January, enter the following July 1st.

"Announcement and Consideration Information", "Principal Investigator (PI) Information" and **"Co-Principal Investigator (Co-PI) Information"**: These sections will automatically populate.

This is the Phase I Solicitation Number

Principal Investigator (PI) Information	
Name	A B
Organization	Test Institution
Department	
Street #1	b
Street #2	
City/State/Zip	a VA 222061057
Country	US

Co-Principal Investigator (Co-PI) Information

No Co-PI's are allowed for this proposal.

Remember you only have two opportunities to submit your Phase II proposal, depending on your award date. Check your Award Letter if you need clarification.

"Previous NSF Award": Do not check the box. *Preliminary proposals are not accepted in the SBIR/STTR Program*

Previous NSF Award

If this proposal is a ○ **Renewal** or an ○ **Accomplishment Based Renewal**
  Then select the previous Award Number: [▼]
  Otherwise ● **Deselect**

If this is a **preliminary proposal** then check here: [ ]

If this is a Full Proposal and it is related to an associated preliminary proposal, please enter that preliminary proposal number here: [▼]

"Other Federal Agencies": Provide a listing of all other Federal agencies to which you have submitted, or plan to submit, this proposal.

Other Federal Agencies

If this proposal is being submitted to another Federal Agency (FA), please type a reasonable abbreviation (maximum of 10 characters) for each agency in a blank space below.

1. [ ] 2. [ ] 3. [ ] 4. [ ] 5. [ ]
6. [ ] 7. [ ] 8. [ ] 9. [ ] 10. [ ]

"Awardee Organization Information": This section has your Organization Name, Address, and Organization Code (this is a code assigned by NSF to your organization). All of this information should be pre-populated. The company's Employer Identification Number (**EIN**) and Taxpayer Identification Number (**TIN**) must be provided.

Under the "Check all that apply to the Awardee Organization (see GPG for Definitions)" you should always check the following two boxes:
- ✓ For Profit
- ✓ Small Business

Check the appropriate box(s) if your company is a Minority or Woman-Owned Business.

Awardee Organization Information

Organization: Test Institution
Address: Test Institution
Arlington, VA 22230

Organization Code: 5300010004
DUNS Number:
EIN[1] or TIN[2] : 999999999

[1]Employer Identification Number   [2]Taxpayer Identification Number

Check all that apply to the Awardee Organization (See GPG for Definitions):
[ ] For Profit   [ ] Small Business
[ ] Minority Business   [ ] Women-owned Business

"Primary Place of Performance": This section will automatically populate.

"Other Information": Check the appropriate box(s) that are applicable to your proposal.

Other Information

Check Appropriate Box(es) if this proposal includes any of the items listed below:

- Beginning Investigator (GPO I.G.2)
- Disclosure of Lobbying Activities (GPO II.C.1.e)
- Proprietary & Privileged Information (GPO I.D & II.C.1.d)
- Historic Places (GPO II.C.2.j)
- EArly-concept Grants for Exploratory Research (EAGER) (GPO II.D.2)
- Grants for Rapid Response Research (RAPID) (GPO II.D.1)
- Vertebrate Animals (GPO II.D.6)

IACUC App. Date (MM/DD/YY)

PHS Animal Welfare Assurance Number

- Human Subjects (GPO II.D.7)

Exemption Subsection

IRB App. Date (MM/DD/YY)

Human Subjects Assurance Number

"Funding Mechanism": Select "Research – other than RAPID or EAGER"

Funding Mechanism (select one)

Research - other than RAPID or EAGER ▾

Research - other than RAPID or EAGER
RAPID
EAGER
Conference, Symposium, Workshop
Fellowship
Equipment/Instrumentation
International Travel
Facility/Center

"Collaborative Status": Select "Not a collaborative proposal"

Collaborative Status (select one)
- A collaborative proposal from one organization (GPG II.D.4.a)
- A collaborative proposal from multiple organizations (GPG II.D.4.b)
- ● Not a collaborative proposal

"Small Business Innovation Research": Select the appropriate topic from the drop down box and type in the appropriate subtopic (reference solicitation).

Small Business Innovation Research

SBIR/STTR Phase I Topic:
SBIR/STTR Phase I Subtopic Letter(s), required: (ex A1a)

"The Small Business Concern Certifies": Answer all of the following questions.

The Small Business Concern Certifies That:

1. It is a small business as defined in the solicitation.
   - ⦿ YES
   - ◯ NO
2. It qualifies as a socially and economically disadvantaged business as defined in the solicitation (FOR STATISTICAL PURPOSES ONLY)
   - ⦿ YES
   - ◯ NO
3. It qualifies as a women-owned business as defined in the solicitation (FOR STATISTICAL PURPOSES ONLY)
   - ◯ YES
   - ⦿ NO
4. SBIR: A minimum of two-thirds of the research will be performed by this firm in Phase I.
   STTR: It will perform at least 40 percent of the work and the collaborating research institution will perform at least 30 percent of the work as described in the proposal.
   - ⦿ YES
   - ◯ NO
5. The primary employment of the Principal Investigator (PI) will be with this firm at the time of award and during the conduct of the research.
   - ⦿ YES
   - ◯ NO
6. It will permit the government to disclose the title and technical abstract page, plus the name, address and telephone number of a corporate official, if the proposal does not result in an award, to parties that may be interested in contacting the small business for further information or possible investment.
   - ⦿ YES
   - ◯ NO
7. It will comply with the provisions of the Civil Rights Act of 1964 (P.L. 88-352) and the regulations pursuant thereto.
   - ⦿ YES
   - ◯ NO
8. It has previously submitted proposals to NSF.
   - ◯ YES
   - ⦿ NO
9. It previously submitted this proposal (which was declined) and significant modifications have been made as described in the solicitation.
   - ◯ YES
   - ⦿ NO
10. It has received Phase II awards from the Federal Government. If "yes" provide a company commercialization history in the supplementary documents module.
    - ◯ YES
    - ⦿ NO
11. It is located in a Historically Underutilized Business Zone (HUBZone) as verified by the Small Business Administration (to verify HUBZone participation go to http://map.sba.gov/hubzone/init.asp).
    - ⦿ YES
    - ◯ NO

NOTE: If the PI responds "YES" to the question "It has received Phase II awards from the Federal Government" then a Company Commercialization History (on the NSF template) must be provided in the proposal or else the entire proposal will be returned without review. Template available here: http://www.nsf.gov/eng/iip/sbir/CommercialHistoryTemplate.xls

"Company Officer Information (For Business and Financial Matters)", "Other Information", "Affiliated Companies", "Research Institution Investigator" and **"Proprietary Notice"**: Fill in all requested information.

Company Officer Information(For Business and Financial Matters):

Company Officer Name: [   ]
Company Officer Title: [   ]
Company Officer Telephone Number: [   ] (Ex: 8885551212)

Other Information:

President's Name: [   ]
Year Firm Founded: [   ] (Ex: 1994)
Number of Employees (Including Parent, Subsidiary, and Predecessor)
[   ] Current Number Of Employees
[   ] Average Number Of Employees For Previous 12 Months

Affiliated Companies

Name of any affiliated companies(Parent, Subsidiary, Predecessor):

Affiliate 1: [   ]
Affiliate 2: [   ]
Affiliate 3: [   ]
Affiliate 4: [   ]

Research Institution Investigator

Provide only if STTR

Research Institution: Test Institution
Research Investigator Name: [   ]
Research Investigator Phone Number: [   ] (Ex: 8885551212)

Proprietary Notice:

See solicitation for instructions concerning proprietary information.

☐ Check here if proposal contains proprietary information.

"Debarment and Suspension Certification" and **"Authorized Representative"**: Read each section carefully, answer question(s) and provide any additional information (if applicable). Click **"OK"** and then select **"Go Back"** to return to the "Form Preparation" screen.

Debarment and Suspension Certification

Is the organization or its principals presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency?

⊙ No
○ Yes (If "yes" please provide an explanation below.)

By electronically signing the NSF Proposal Cover Sheet, the Authorized Organizational Representative or Individual Applicant is providing the Debarment and Suspension Certification contained in Exhibit II-4 of the Grant Proposal Guide.

Authorized Organizational Representative(AOR) information will be added when the proposal is electronically signed by the Authorized Organizational Representative.

OK
Go Back

10. Click on the **"Go"** button to the left of **"Add/Delete Non Co-PI Senior Personnel"**:

Forms for Temp. Proposal #7154556
SBIR Phase I:test title

Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved		Form	Saved
GO Cover Sheet	05/30/12		GO Project Summary	01/14/13
GO Table of Contents	N/A		GO Project Description	
GO References Cited			GO Biographical Sketches	07/06/11
GO Budgets (Including Justification)	09/01/11		GO Current and Pending Support	08/18/11
GO Facilities, Equipment, and Other Resources				

Supplementary Documents

GO Data Management Plan
GO Mentoring Plan[1]
GO Project Summary with Special Characters
GO Other Supplementary Docs — 07/06/11

Single Copy Documents

GO PI/Co-PI Information	N/A		GO Add/Delete Non Co-PI Senior Personnel	N/A
GO Deviation Authorization(if applicable)			GO Change PI	
GO List of Suggested Reviewers (optional)	N/A		GO Link Collaborative Proposals	
GO Additional Single Copy Documents				

Go Back

Click "Add Non Co-PI Senior Person to Proposal" after inputting the First Name, Middle Initial and Last Name of each person.

Senior personnel are individuals who have committed to work on the project and who possess specialized knowledge or skills that are critical for the completion of the project. For NSF SBIR/STTR projects, all Senior Personnel listed on the project budget (and all subaward budgets) and all Consultants must submit a Bio Sketch. All senior personnel listed on the project budget (and all subaward budgets) must also submit Current and Pending Support information (detailed later in this guide).

After adding all participants, click **"Go Back"** until you return to the "Form Preparation" screen.

Important Note: You MUST upload a document (containing text) in each of the below listed modules for FastLane to accept your Phase II proposal submission. IF you do not follow the instructions provided your proposal is subject to Return Without Review (RWR).

- ✓ References Cited
- ✓ Facilities, Equipment, and Other Resources
- ✓ Project Summary (see below guidelines)
- ✓ Project Description (see below guidelines)
- ✓ Biographical Sketches
- ✓ Current and Pending Support

11. Click on the **"Go"** button to the left of **"References Cited"**:

Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved		Form	Saved
GO Cover Sheet	05/30/12		GO Project Summary	01/14/13
GO Table of Contents	N/A		GO Project Description	
GO References Cited			GO Biographical Sketches	07/06/11
GO Budgets (Including Justification)	09/01/11		GO Current and Pending Support	08/18/11
GO Facilities, Equipment, and Other Resources				

Supplementary Documents

GO Data Management Plan
GO Mentoring Plan[1]
GO Project Summary with Special Characters
GO Other Supplementary Docs   07/06/11

Single Copy Documents

GO PI/Co-PI Information	N/A		GO Add/Delete Non Co-PI Senior Personnel	N/A
GO Deviation Authorization(if applicable)			GO Change PI	
GO List of Suggested Reviewers (optional)	N/A		GO Link Collaborative Proposals	
GO Additional Single Copy Documents				

Go Back

Provide a comprehensive listing of relevant sources. You can directly enter the references into the text box or you can transfer a file. It is recommended that you do the file transfer. **All proposals submitted to NSF must have something entered into the References Cited section. If you do not have any references to cite, put a statement to that effect into this module.** When this section is completed, click **"Go Back"** to return to the "Form Preparation" screen.

References Cited

Enter text for the References Cited or click on "Transfer File" to upload a file

Save Text   Delete Text   Transfer File

Go Back

If uploading a file, click **"Transfer File"** on the above screen.

Follow the instructions on the below screen, then click **"Upload File"** to upload document. Click **"Go Back"** until you return to the "Form Preparation" screen.

References Cited

NEW! File uploads no longer have to be in PDF format!

In addition to PDF files, users can now upload a variety of word-processor files and PostScript files. These files will automatically be converted to PDF format.

Follow this link for a list of Supported file formats (Opens new window).

Follow this link for New Upload Instructions (Opens new window).

Enter the name and location of the file to upload
or click on the **Browse** button to select the file to upload

Browse...
Upload File
Go Back

==SAMPLE BUDGET AND BUDGET JUSTIFICATIONS ARE INCLUDED ON THE FOLLOWING PAGES. THE INSTRUCTIONS FOR ENTERING THIS INFORMATION IN FASTLANE FOLLOWS.==

SUMMARY PROPOSAL BUDGET Year 1

ORGANIZATION **ABCD, Inc.**				PROPOSAL NO.	DURATION (MONTHS)	
					Proposed	Granted
PRINCIPAL INVESTIGATOR/PROJECT DIRECTOR **John Doe**				AWARD NO.		

A. SENIOR PERSONNEL: PI/PD, Co-PIs, Faculty and Other Senior Associates List each separately with name and title. (A.7. Show number in brackets)	NSF-Funded Person-months			Funds Requested By	Funds Granted by NSF
	CAL	ACA	SUMR	Proposer	(If Different)
1. John Doe – Chief Innovation Officer	4.04			$25,578	$
2. Jane Smith – PM	2.02			$25,113	
3. June July – Senior Chemist	4.04			$39,627	
4.					
5.					
6. ( ) OTHERS (LIST INDIVIDUALLY ON BUDGET EXPLANATION PAGE)					
7. (**3**) TOTAL SENIOR PERSONNEL (1-6)	10.10			$90,318	
B. OTHER PERSONNEL (SHOW NUMBERS IN BRACKETS)					
1. ( ) POSTDOCTORAL ASSOCIATES					
2. (**2**) OTHER PROFESSIONALS (TECHNICIAN, PROGRAMMER, ETC.)	4.00			$25,578	
3. ( ) GRADUATE STUDENTS					
4. ( ) UNDERGRADUATE STUDENTS					
5. ( ) SECRETARIAL - CLERICAL (IF CHARGED DIRECTLY)					
6. ( ) OTHER					
TOTAL SALARIES AND WAGES (A + B)				$115,896	
C. FRINGE BENEFITS (IF CHARGED AS DIRECT COSTS)					
TOTAL SALARIES, WAGES AND FRINGE BENEFITS (A + B + C)				$115,896	
D. EQUIPMENT (LIST ITEM AND DOLLAR AMOUNT FOR EACH ITEM EXCEEDING $5,000.) 532nm Laser $6,000					
TOTAL EQUIPMENT				$6,000	
E. TRAVEL 1. DOMESTIC (INCL. CANADA, MEXICO AND U.S. POSSESSIONS)				$3,888	
2. FOREIGN					
F. PARTICIPANT SUPPORT 1. STIPENDS $ _____ 2. TRAVEL _____ 3. SUBSISTENCE _____ 4. OTHER					
TOTAL NUMBER OF PARTICIPANTS ( ) TOTAL PARTICIPANT COSTS					
G. OTHER DIRECT COSTS					
1. MATERIALS AND SUPPLIES				$35,159	
2. PUBLICATION/DOCUMENTATION/DISSEMINATION					
3. CONSULTANT SERVICES				$24,000	
4. COMPUTER SERVICES					
5. SUBAWARDS					
6. OTHER					
TOTAL OTHER DIRECT COSTS				$59,159	
H. TOTAL DIRECT COSTS (A THROUGH G)				$184,943	
I. INDIRECT COSTS (F&A) (SPECIFY RATE AND BASE)					
TOTAL INDIRECT COSTS (F&A)				$173,846	
J. TOTAL DIRECT AND INDIRECT COSTS (H + I)				$358,789	
K. RESIDUAL FUNDS (IF FOR FURTHER SUPPORT OF CURRENT PROJECT SEE GPG II.D.7.j.)				$23,950	
L. AMOUNT OF THIS REQUEST (J) OR (J MINUS K)				$382,739	$

M. COST SHARING: PROPOSED LEVEL $	AGREED LEVEL IF DIFFERENT: $		
PI/PD TYPED NAME AND SIGNATURE* **John Doe**	DATE	FOR NSF USE ONLY	
		INDIRECT COST RATE VERIFICATION	
ORG. REP. TYPED NAME & SIGNATURE* **John Doe**	DATE	Date Checked	Date of Rate Sheet	Initials-ORG

NSF Form 1030 (10/99) *Supersedes All Previous Editions*   *SIGNATURES REQUIRED ONLY FOR REVISED BUDGET (GPG III.C)

Updated 01/22/2015

SUMMARY PROPOSAL BUDGET Year 2

ORGANIZATION	FOR NSF USE ONLY			
ABCD, Inc.	PROPOSAL NO.	DURATION (MONTHS)		
			Proposed	Granted
PRINCIPAL INVESTIGATOR/PROJECT DIRECTOR John Doe	AWARD NO.			

A. SENIOR PERSONNEL: PI/PD, Co-PIs, Faculty and Other Senior Associates List each separately with name and title. (A.7. Show number in brackets)	NSF-Funded Person-months			Funds Requested By Proposer	Funds Granted by NSF (If Different)
	CAL	ACA	SUMR		
1. John Doe – Chief Innovation Officer	4.04			$25,578	$
2. Jane Smith – PM	2.02			$25,113	
3. June July – Senior Chemist	1.16			$11,322	
4.					
5.					
6. ( ) OTHERS (LIST INDIVIDUALLY ON BUDGET EXPLANATION PAGE)					
7. (3) TOTAL SENIOR PERSONNEL (1-6)	7.22			$62,013	
B. OTHER PERSONNEL (SHOW NUMBERS IN BRACKETS)					
1. ( ) POSTDOCTORAL ASSOCIATES					
2. (4) OTHER PROFESSIONALS (TECHNICIAN, PROGRAMMER, ETC.)	6.03			$57,513	
3. ( ) GRADUATE STUDENTS					
4. ( ) UNDERGRADUATE STUDENTS					
5. ( ) SECRETARIAL - CLERICAL (IF CHARGED DIRECTLY)					
6. ( ) OTHER					
TOTAL SALARIES AND WAGES (A + B)				$119,526	
C. FRINGE BENEFITS (IF CHARGED AS DIRECT COSTS)					
TOTAL SALARIES, WAGES AND FRINGE BENEFITS (A + B + C)				$119,526	
D. EQUIPMENT (LIST ITEM AND DOLLAR AMOUNT FOR EACH ITEM EXCEEDING $5,000.)					
TOTAL EQUIPMENT					
E. TRAVEL 1. DOMESTIC (INCL. CANADA, MEXICO AND U.S. POSSESSIONS)				$3,888	
2. FOREIGN					
F. PARTICIPANT SUPPORT					
1. STIPENDS $ _____					
2. TRAVEL _____					
3. SUBSISTENCE _____					
4. OTHER					
TOTAL NUMBER OF PARTICIPANTS ( ) TOTAL PARTICIPANT COSTS					
G. OTHER DIRECT COSTS					
1. MATERIALS AND SUPPLIES				$34,531	
2. PUBLICATION/DOCUMENTATION/DISSEMINATION					
3. CONSULTANT SERVICES				$6,000	
4. COMPUTER SERVICES					
5. SUBAWARDS					
6. OTHER					
TOTAL OTHER DIRECT COSTS				$40,531	
H. TOTAL DIRECT COSTS (A THROUGH G)				$163,945	
I. INDIRECT COSTS (F&A) (SPECIFY RATE AND BASE)					
TOTAL INDIRECT COSTS (F&A)				$179,290	
J. TOTAL DIRECT AND INDIRECT COSTS (H + I)				$343,235	
K. RESIDUAL FUNDS (IF FOR FURTHER SUPPORT OF CURRENT PROJECT SEE GPG II.D.7.j.)				$24,026	
L. AMOUNT OF THIS REQUEST (J) OR (J MINUS K)				$367,261	$
M. COST SHARING: PROPOSED LEVEL $	AGREED LEVEL IF DIFFERENT: $				

PI/PD TYPED NAME AND SIGNATURE* John Doe	DATE	FOR NSF USE ONLY		
		INDIRECT COST RATE VERIFICATION		
ORG. REP. TYPED NAME & SIGNATURE* John Doe	DATE	Date Checked	Date of Rate Sheet	Initials-ORG

NSF Form 1030 (10/99) *Supersedes All Previous Editions*   *SIGNATURES REQUIRED ONLY FOR REVISED BUDGET (GPG III.C)

Updated 01/22/2015

SUMMARY PROPOSAL BUDGET Cumulative

ORGANIZATION **ABCD, Inc.**				PROPOSAL NO.	DURATION (MONTHS)	
					Proposed	Granted
PRINCIPAL INVESTIGATOR/PROJECT DIRECTOR **John Doe**				AWARD NO.		

A. SENIOR PERSONNEL: PI/PD, Co-PIs, Faculty and Other Senior Associates	NSF-Funded Person-months			Funds Requested By	Funds Granted by NSF
List each separately with name and title. (A.7. Show number in brackets)	CAL	ACA	SUMR	Proposer	(If Different)
1. John Doe – Chief Innovation Officer	8.08			$51,156	$
2. Jane Smith – PM	4.04			$50,226	
3. June July – Senior Chemist	5.20			$50,949	
4.					
5.					
6. ( ) OTHERS (LIST INDIVIDUALLY ON BUDGET EXPLANATION PAGE)					
7. (**3**) TOTAL SENIOR PERSONNEL (1-6)	17.32			$152,331	
B. OTHER PERSONNEL (SHOW NUMBERS IN BRACKETS)					
1. ( ) POSTDOCTORAL ASSOCIATES					
2. (**6**) OTHER PROFESSIONALS (TECHNICIAN, PROGRAMMER, ETC.)	10.03			$83,091	
3. ( ) GRADUATE STUDENTS					
4. ( ) UNDERGRADUATE STUDENTS					
5. ( ) SECRETARIAL - CLERICAL (IF CHARGED DIRECTLY)					
6. ( ) OTHER					
TOTAL SALARIES AND WAGES (A + B)				$235,422	
C. FRINGE BENEFITS (IF CHARGED AS DIRECT COSTS)					
TOTAL SALARIES, WAGES AND FRINGE BENEFITS (A + B + C)				$235,422	
D. EQUIPMENT (LIST ITEM AND DOLLAR AMOUNT FOR EACH ITEM EXCEEDING $5,000.) 532nm Laser $6,000					
TOTAL EQUIPMENT				$6,000	
E. TRAVEL 1. DOMESTIC (INCL. CANADA, MEXICO AND U.S. POSSESSIONS)				$7,776	
2. FOREIGN					
F. PARTICIPANT SUPPORT					
1. STIPENDS $ _____					
2. TRAVEL _____					
3. SUBSISTENCE _____					
4. OTHER					
TOTAL NUMBER OF PARTICIPANTS ( ) TOTAL PARTICIPANT COSTS					
G. OTHER DIRECT COSTS					
1. MATERIALS AND SUPPLIES				$69,690	
2. PUBLICATION/DOCUMENTATION/DISSEMINATION					
3. CONSULTANT SERVICES				$30,000	
4. COMPUTER SERVICES					
5. SUBAWARDS					
6. OTHER					
TOTAL OTHER DIRECT COSTS				$99,690	
H. TOTAL DIRECT COSTS (A THROUGH G)				$348,888	
I. INDIRECT COSTS (F&A) (SPECIFY RATE AND BASE)					
TOTAL INDIRECT COSTS (F&A)				$353,136	
J. TOTAL DIRECT AND INDIRECT COSTS (H + I)				$702,024	
K. RESIDUAL FUNDS (IF FOR FURTHER SUPPORT OF CURRENT PROJECT SEE GPG II.D.7.j.)				$47,976	
L. AMOUNT OF THIS REQUEST (J) OR (J MINUS K)				$750,000	$
M. COST SHARING: PROPOSED LEVEL $			AGREED LEVEL IF DIFFERENT: $		

PI/PD TYPED NAME AND SIGNATURE* **John Doe**	DATE	FOR NSF USE ONLY		
		INDIRECT COST RATE VERIFICATION		
ORG. REP. TYPED NAME & SIGNATURE* **John Doe**	DATE	Date Checked	Date of Rate Sheet	Initials-ORG

NSF Form 1030 (10/99) *Supersedes All Previous Editions*   *SIGNATURES REQUIRED ONLY FOR REVISED BUDGET (GPG III.C)

Updated 01/22/2015

Sample Budget Justification (Year 1)

A. Senior Personnel

1. **Dr. John Doe (Chief Innovation Officer/PI):** Dr. Doe will commit 4.04 Cal. Months for a salary of $25,578 ($75,974 yr.). He will develop the Task 1 pathogen assays with Dr. July. He will also perform most of the proposed Task 3 measurements and interpret the data.

2. **Dr. Jane Smith (PM):** Dr. Smith will commit 2.02 Cal. Months for a salary of $25,113 (149,186 yr.). She will assist in data interpretation and prepare all required reports.

3. **Dr. June July (Senior Chemist):** Dr. July will commit 4.04 Cal. Months for a salary of $39,627 ($117,700/yr.). She will develop the Task 1 pathogen assays with Dr. Doe. She will also prepare the Task 2 samples.

Total Senior Personnel: $90,318

B. Other Personnel

B.2 Other Professionals

1. **Ms. August September (Research Assistant):** Ms. September will commit 2.90 Cal. Months with an hourly rate of $27.40/hr. (requested salary $18,270)

2. **TBD (Research Assistant):** The RA will commit 1.10 Cal. Months to the project and requested compensation is $7,308. This person will help 1) prepare samples by performing serial dilutions, 2) make spectral measurements and 3) compiling data.

Total Other Personnel: $25,578

C. Fringe Benefits: Included in Indirect Costs

D. Equipment

Innovative Photonic Solutions 532nm Laser ($6,000): This laser will be used to perform the wavelength study. The laser is required to optimize the sensitivity of the proposed analyzer. Per request, a quote is included.

E. Travel

The PI (Dr. Doe) will attend the NSF Phase II Grantees Workshop ($2,000).

2 Five-Day trips to the University of Smart

Two people will make measurements at the University of Smart level 2 labs.

Travel Costs:

- Mileage: 2 trips (170 miles each @ $0.565/mi) Total: $192
- Meals: 2 trips/2 persons (3 days @ $56/day = $672)
                             (2 days @ $42/day = $336)
- Lodging: 2 trips (1 room for 4 days @ $86/night = $688)
  GSA per diem rates were used for Albany, NY

Total Travel = $3,888

F. Participant Support: N/A

G. Other Direct Costs

1. **Materials and Supplies: $35,159**

   * Include a table that lists the below information (price quotes are required for ALL items over $5,000)

   - *Item/Description*
   - *Vendor*
   - *Quantity*

- *Unit Price*
- *Extended/Total Amount*

2. Publication/Documentation/Dissemination: N/A

3. Consultant Services ($24,000):

Dr. David Night, Professor Molecular Biology at the University of Smart will commit 40 days @ a rate of $600/day ($24,000). He will provide guidance in the safe preparation and handling of the pathogens, including growth in broths and cultures.

4. Computer Services: N/A

5. Subawards: N/A

(Note: A separate Summary Proposal Budget with corresponding budget justification must be submitted for each subaward proposed. The proposing organization's budget justification must include the organizational relationship (e.g., common ownership or related parties) between the proposing organization and the subawardee, the type of subaward contemplated (e.g., fixed price or cost reimbursement), and an analysis to support that the subaward budget is reasonable. ***Tuition costs are not supported costs under SBIR/STTR subawards to colleges and universities.*** *The electronic signature policy eliminates the requirement of providing a signed paper copy of the subaward budget; however, it is the responsibility of the proposing organization to confirm that submitted subaward budgets have been approved by an Authorized Organizational Representative at the subawardee organization. A letter from the PI on the subaward (Co-PI) is required stating his/her willingness to collaborate and describes their responsibilities/specific tasks to be accomplished on the project.)*

6. Other: N/A

(Note: This budget line includes purchases from commercial sources for routine analytical or other services (i.e. fee-for-service). The budget justification must explain the need for the services, provide a description of the services, and give a detailed breakout of costs (price quote/other documentation of costs.)

Total Other Direct Costs: $59,159

H. Total Direct Costs (A through G): $184,943

I. Indirect Costs: $173,846

Fringe Benefits are calculated to be 50% of the total salary and wages ($57,948). The remainder of the requested amount is for the allowable Indirect Costs ($115,898)

The total Indirect Costs for this project are limited to 150% of direct salaries and wages.

J. Total Direct and Indirect Costs (H+I): $358,789

K. Residual Funds: $23,950

7% of line J

L. Total Cost and Residual Funds (J+K): $382,739

Sample Budget Justification (Year 2)

A. **Senior Personnel**
1. **Dr. John Doe (Chief Innovation Officer/PI):** Dr. Doe will commit 4.04 Cal. Months for a salary of $25,578 ($75,974 yr.). He will develop the Task 1 pathogen assays with Dr. July. He will also perform most of the proposed Task 3 measurements and interpret the data.
2. **Dr. Jane Smith (PM):** Dr. Smith will commit 2.02 Cal. Months for a salary of $25,113 (149,186 yr.). She will assist in data interpretation and prepare all required reports.
3. **Dr. June July (Senior Chemist):** Dr. July will commit 1.16 Cal. Months for a salary of $11,322 ($117,100/yr.). She will develop the Task 1 pathogen assays with Dr. Doe. She will also prepare the Task 2 samples.

Total Senior Personnel: $62,013

B. **Other Personnel**
B.2 Other Professionals
1. **Mr. October November (Sr. Software Engineer):** Mr. November will commit 1.16 Cal. Months to the project and requested compensation is $14,350. He will write analyzer control and user interface software as part of Task 5.
2. **Ms. Robin Ore (Senior Engineer):** Ms. Ore will commit 2.02 Cal. Months to the project and requested compensation is $25,112. She will design and build analyzer.
3. **Ms. August September (Research Assistant):** Ms. September will commit 1.16 Cal. Months with an hourly rate of $27.40/hr. (requested salary $7,308)
4. **TBD (Research Assistant):** The RA will commit 1.69 Cal. Months to the project and requested compensation is $10,743. This person will help 1) prepare samples by performing serial dilutions, 2) make spectral measurements and 3) compiling data.

Total Other Personnel: $57,513

C. **Fringe Benefits:** Included in Indirect Costs
D. **Equipment: N/A**
E. **Travel**
The PI (Dr. Doe) will attend the NSF Phase II Grantees Workshop ($2,000).
2 Five-Day trips to the University of Smart
Two people will make measurements at the University of Smart level 2 labs.
Travel Costs:
- Mileage: 2 trips (170 miles each @ $0.565/mi) Total: $192
- Meals: 2 trips/2 persons (3 days @ $56/day = $672)
  (2 days @ $42/day = $336)
- Lodging: 2 trips (1 room for 4 days @ $86/night = $688)
  GSA per diem rates were used for Albany, NY

Total Travel = $3,888

F. **Participant Support: N/A**

G. **Other Direct Costs**
1. **Materials and Supplies: $34,531**
   * Include a table that lists the below information (price quotes are required for ALL items over $5,000)
   - *Item/Description*
   - *Vendor*
   - *Quantity*

Updated 01/22/2015

- *Unit Price*
- *Extended/Total Amount*

2. Publication/Documentation/Dissemination: N/A

3. Consultant Services ($6,000):

Dr. David Night, Professor Molecular Biology at the University of Smart will commit 10 days @ a rate of $600/day ($12,000). He will provide guidance in the safe preparation and handling of the pathogens, including growth in broths and cultures.

4. Computer Services: N/A

5. Subawards: N/A

(Note: A separate Summary Proposal Budget with corresponding budget justification must be submitted for each subaward proposed. The proposing organization's budget justification must include the organizational relationship (e.g., common ownership or related parties) between the proposing organization and the subawardee, the type of subaward contemplated (e.g., fixed price or cost reimbursement), and an analysis to support that the subaward budget is reasonable. **Tuition costs are not supported costs under SBIR/STTR subawards to colleges and universities.** *The electronic signature policy eliminates the requirement of providing a signed paper copy of the subaward budget; however, it is the responsibility of the proposing organization to confirm that submitted subaward budgets have been approved by an Authorized Organizational Representative at the subawardee organization. A letter from the PI on the subaward (Co-PI) is required stating his/her willingness to collaborate and describes their responsibilities/specific tasks to be accomplished on the project.)*

6. Other: N/A

(Note: This budget line includes purchases from commercial sources for routine analytical or other services (i.e. fee-for-service). The budget justification must explain the need for the services, provide a description of the services, and give a detailed breakout of costs (price quote/other documentation of costs.)

Total Other Direct Costs: $40,531

H. Total Direct Costs (A through G): $163,945

I. Indirect Costs: 179,290

Fringe Benefits are calculated to be 50% of the total salary and wages ($59,763). The remainder of the requested amount is for the allowable Indirect Costs ($119,526)

The total Indirect Costs for this project are limited to 150% of direct salaries and wages.

J. Total Direct and Indirect Costs (H+I): $343,235

K. Residual Funds: $24,026

7% of line J

L. Total Cost and Residual Funds (J+K): $367,261

Cumulative Budget Justification should reflect the sum of both Year 1 and Year 2 budget justifications (include the same level of detail).

12. Click on the **"Go"** button to left of **"Budgets (Including Justification)"**:

The Project Budget Screen will appear. The company name should be highlighted; then Click on the **"Add Year"** button.

Year 1 will be highlighted; then Click the **"Add"** button. FastLane will return to the Project Budget Screen.

Click on the **"Funds"** hyperlink (under the Year heading).

IMPORTANT: To avoid budget reductions, NSF strongly advises you to visit the Department of Labor/Bureau of Labor Statistics website to determine the allowed pay scale for each budgeted position. In general, unless your company has other significant internal revenue sources, as well as recent payroll records showing a precedent for the requested salary, the NSF will not allow budgeted salaries in excess of the median salary for the same job title in the same geographical area. Click **here** to search for your city/state data. If your city is not listed, click **here** and use your state data. Remember that direct salaries and wages requested in an NSF SBIR/STTR budget are permitted only for work on R&D tasks.

In most cases, every employee listed in line A or B of the budget should fall under one of the following four occupational groups:
- **Management Occupations (11-0000)**
- **Computer and Mathematical Occupations (15-0000)**
- **Architecture and Engineering Occupations (17-0000)**
- **Life, Physical, and Social Science Occupations (19-0000)**

A. Senior Personnel section: Click the **"Add/Remove Senior Personnel"** button.

Check the box(s) for the "Senior Personnel" to be included on the budget and then click **"Save"** to return to the "Year 1 Budget" screen.

Provide the number of **CALENDAR months** and proposed cost for all "Senior Personnel"; then click **"Calculate"**. You must enter information into the Calendar Months field on each line for which funds are requested. The PI on all SBIR and STTR Phase II proposals must be budgeted for a minimum of two (2) calendar months per year.

No Academic/Summer Months permitted except for University Subawards.

Updated 01/22/2015

Budget Year 1 for Test Institution

A. Senior Personnel

Name	Title	Calendar Months	Academic Months	Summer Months	Funds Requested By Proposer
A B	none	0.0	0.0	0.0	0
John Doe		0.0	0.0	0.0	0
Total Senior Personnel: 2		0.0	0.0	0.0	$ 0

Add/Remove Senior Personnel

[Calculate]

B. Other Personnel section: Provide all applicable information on personnel in the categories listed. Provide the number of **CALENDAR months** and proposed cost for all "Other Personnel"; then click **"Calculate"**.

The main budget should not include Post-Doc. Scholars, Graduate Students, Undergraduate Students, or Secretarial/Clerical Personnel.

B. Other Personnel

Number of Personnel	Type of Personnel	Calendar Months	Academic Months	Summer Months	Funds Requested By Proposer
0	Post Doctoral Scholars	0.0	0.0	0.0	0
0	Other Professionals (Technicians, etc.)	0.0	0.0	0.0	0
0	Graduate Students				0
0	Undergraduate Students				0
0	Secretarial - clerical				0
0	Other				0
Total Other Personnel: 0					$ 0

Total Salaries and Wages (A + B): $ 0

[Calculate]

C. Fringe Benefits section: Provide the estimated amount of fringe benefits for Senior Personnel and Other Personnel; then click **"Calculate"**.

C. Fringe Benefits

Description	Funds Requested By Proposer
Fringe Benefits (If charged as direct costs)	0

Total Salaries, Wages and Fringe Benefits (A + B + C): $ 0

[Calculate]

D. Equipment section: Equipment is defined as nonexpendable, tangible personal property, having a useful life of more than one year and an acquisition cost of $5,000 or more per unit. However, organizations may elect to establish their capitalization threshold as less than $5,000. Equipment should be budgeted consistently with the proposing organization's capitalization policy. Requests should not be made for general purpose or routine equipment that a business conducting research in the field should be expected to have available. The budget justification must explain the need for any equipment and include the item identification/description, vendor identification, quantity, price, and extended amount. Price quotes are required for **ALL** equipment totaling more than $5,000.

E. Travel section: One trip per year, for up to 2 people, is required for attending the SBIR/STTR Phase II Grantees Workshop. A realistic estimate is $2,000 per person. Travel in Phase II is only permitted if it is necessary for the completion of the project R&D activities (no foreign travel allowed). After inputting the appropriate dollar amount, click **"Calculate"**.

F. Participant Support Costs section: SBIR/STTR Phase II proposals do not use this budget line item; this section should be left blank.

G. Other Direct Costs section: Provide a dollar amount for the following line items; then click **"Calculate"**.

> G.1. Materials and Supplies: The budget justification must include a table that shows an itemized listing of materials and supplies to include the item/description, vendor, quantity, unit price and extended/total amount. A price quote is required for **ALL** items totaling more than $5,000.
>
> G.2. Publication Costs/Documentation/distrib (not allowed in SBIR/STTR Phase II)
>
> G.3. Consultant Services (Consultant rate cannot exceed $600 per day and documentation includes signed letter from the consultant with rate, number of days, and project role)
>
> G.4. Computer (ADPE) Services: PIs should discuss possible publication charges with their Program Director.
>
> G.5. Subcontracts – **a separate budget is REQUIRED** f*or each subcontractor; the total amount of all these subcontracts for year 1 should be entered here*

G.6.Other: This budget line includes purchases from commercial sources for routine analytical or other services (i.e. fee-for-service). The budget justification must explain the need for the services, provide a description of the services, and give a detailed breakout of costs (price quotes /other documentation of costs).

G. Other Direct Costs

Description	Funds Requested By Proposer
1. Materials and Supplies	0
2. Publication Costs/Documentation/distrib	0
3. Consultant Services	0
4. Computer (ADPE) Services	0
5. Subcontracts	0
6. Other	0
Total Other Direct Costs:	$ 0

[Calculate]

H. Total Direct Costs section: Click **"Calculate"** and the total of items A through G will update.

H. Total Direct Costs

	Funds Requested By Proposer
Total Direct Costs (A THROUGH G):	$ 0

[Calculate]

I. Indirect Costs section: The budgeted indirect costs must be in line with your organization's past actual spending patterns. Note that the total sum of requested Indirect Costs (line I) plus Fringe Benefits (line C) cannot exceed 150% of the total Direct Labor Costs (line A + line B). Enter the requested amount, then click **"Calculate".**

I. Indirect Costs

Indirect Cost Item	Rate %	Base	Check here to delete item	Funds Requested By Proposer
1.				
2.				
3.				
4.				
5.				
Total Indirect Costs:				$ 0

[Calculate]

J. Total Direct and Indirect Costs section: Click **"Calculate"** and the total of items H and I will update.

J. Total Direct And Indirect Costs

	Funds Requested By Proposer
Total Direct and Indirect Costs (H + I):	$ 0

[Calculate]

K. Residual Funds section: The "Residual Funds" line is used to request a fee (profit) for the small business. If requested, the maximum amount of this profit must not exceed 7% of line item J. Click **"Calculate"** to update the amount.

L. Total Cost and Fee section: After all applicable line items have been inputted into your budget, click **"Calculate and Save"**; then click **"Go Back"** to return to the "Project Budget" screen to input **"Year 2".**

The cumulative budget will auto-populate after the completion of the **"Year 1" and "Year 2"** and, if applicable, the subawardee budget.

IMPORTANT NOTE - All non-zero budget line items MUST be explained in the budget justification and identified by its letter/number. Additionally, letters of commitment from any consultants, price quotes/other documentation of costs, and itemized lists of materials etc. MUST be included as part of the budget justification.

IMPORTANT: **To avoid budget reductions, NSF strongly advises you to visit the Department of Labor/Bureau of Labor Statistics website to determine the allowed pay scale for each budgeted position. In general, unless your company has other significant internal revenue sources, as well as recent payroll records showing a precedent for the requested salary, the NSF will not allow budgeted salaries in excess of the median salary for the same job title in the same geographical area. Click here to search for your city/state data. If your city is not listed, click here and use your state data. Remember that direct salaries and wages requested in an NSF SBIR/STTR budget are permitted only for work on R&D tasks.**

In most cases, every employee listed in line A or B of the budget should fall under one of the following four occupational groups:
- **Management Occupations (11-0000)**
- **Computer and Mathematical Occupations (15-0000)**
- **Architecture and Engineering Occupations (17-0000)**
- **Life, Physical, and Social Science Occupations (19-0000)**

12a. **Budget Justification** section: To complete the budget justification page, click on the **"Budget Justification"** hyperlink under your company name.

After cutting and pasting/typing details in text box, click **"Save Text"** and then **"Go Back"** to return to the "Project Budget" screen.

If uploading a file, click **"Transfer File"** on the above screen.

Then, follow the instructions on the below screen and click **"Upload File"** to upload document. Once the budget justification is complete, click **"Go Back"** until you return to the "Form Preparation" screen or until you return to the "Project Budget" screen to add a subawardee.

12b. **Subawardee Budget** section: Click **"Add Another Organization"** if a subawardee budget is required.

To add the organization to the budget, complete a search by the organization's name or DUNS number.

Highlight the appropriate organization from the results that appear in the box; then click **"Select"**.

Note: The organization needs to be registered with NSF if it does not appear in the list. Call the FastLane Help Desk at 800-673-6188 for assistance with this process.

Highlight the subawardee PI from the listing of "Senior Personnel" participants that were added earlier in the process, then click **"Select"**.

Return to the **"Project Budget"** screen and follow the previous instructions for adding the below data to the subawardee budget and budget justification when applicable. (Note: Subaward budget cannot include funds for "Permanent Equipment", "Participant Support Costs", or "Residual Funds".)

- ✓ Years
- ✓ Senior Personnel/Other Personnel
- ✓ Fringe Benefits
- ✓ Travel
- ✓ Other Direct Costs
- ✓ Total Direct Costs
- ✓ Indirect Costs
- ✓ Total Direct and Indirect Costs
- ✓ Total Cost and Residual Funds

Updated 01/22/2015

Project Budget

Organization	Year	Amount	Delete	Last Mod. Date
Test Institution Add Year Budget Justification	1 Funds - Personnel	$0	☐	Jun-17-2011 13:52:01
☐ **test** Add Year Change PI Change Org. Budget Justification	1 Funds - Personnel	$0	☐	Jun-17-2011 15:22:31

Add Another Organization   SpreadSheet Support

[Delete Checked Organization(s)] [Delete Checked Year(s)]
[Go Back]

After completing all budget requirements, click **"Go Back"** to return to the "Form Preparation" screen.

13. Click on the **"Go"** button to the left of **"Facilities, Equipment, and Other Resources"**:

Forms for Temp. Proposal #7154556
SBIR Phase I:test title

Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved		Form	Saved
GO Cover Sheet	05/30/12	GO Project Summary		01/14/13
GO Table of Contents	N/A	GO Project Description		
GO References Cited		GO Biographical Sketches		07/06/11
GO Budgets (Including Justification)	09/01/11	GO Current and Pending Support		08/18/11
GO Facilities, Equipment, and Other Resources				

Supplementary Documents

GO Data Management Plan
GO Mentoring Plan[1]
GO Project Summary with Special Characters
GO Other Supplementary Docs   07/06/11

Single Copy Documents

GO PI/Co-PI Information	N/A	GO Add/Delete Non Co-PI Senior Personnel	N/A
GO Deviation Authorization(if applicable)		GO Change PI	
GO List of Suggested Reviewers (optional)	N/A	GO Link Collaborative Proposals	
GO Additional Single Copy Documents			

[Go Back]

Upload a description that specifies significant equipment, instrumentation, computers, and physical facilities necessary to complete the project. For facilities and equipment which will be used, but which are not owned by the company, demonstrate that the company has or will have access to these resources.

A completed **"Facilities, Equipment and Other Resources"** document should include the below information *(if applicable)*.

- ✓ Laboratory
- ✓ Clinical
- ✓ Animal
- ✓ Computer
- ✓ Office
- ✓ Other
- ✓ Major Equipment
- ✓ Other Resources

Facilities, Equipment, and Other Resources

Instructions: Upload an aggregated description of the internal and external resources (both physical and personnel) that the organization and its collaborators will provide to the project, should it be funded. Describe only those resources that are directly applicable. The description should be narrative in nature and must not include any quantifiable financial information. If there are no Facilities, Equipment, or Other Resources identified, a statement to that effect should be indicated in this section and uploaded into FastLane. See GPG II.C.2.i for more information.

[Upload File]

[Go Back]

This document is required for all proposals to NSF.

Updated 01/22/2015

Follow the instructions on the below screen, then click **"Upload File"** to upload document. Click **"Go Back"** until you return to the "Form Preparation" screen.

14. Click on the **"Go"** button to the left of **"Project Summary"**:

The SBIR/STTR Phase II Project Summary has three required sections:
- ✓ **Overview**
- ✓ **Intellectual Merit**
- ✓ **Broader/Commercial Impact**

The aggregate of the three text boxes cannot exceed 4,600 characters. The maximum number of lines that may be included on a page is 51. Information must be entered in each of the three text boxes for FastLane to allow submission of the Project Summary.

The first paragraph of the Intellectual Merit MUST begin with the name of the Program (i.e. *"This Small Business Innovation Research Phase II project"* or *"This Small Business Technology Transfer Phase II project")*, *as appropriate*.

Type the "Project Summary" in the below text boxes. When this section is completed, click **"Save"** and then **"Go Back"** to return to the "Form Preparation" screen. **Information MUST be entered into all three text boxes, or the proposal will not be accepted.**

DO NOT use the option to upload the Project Summary into the Supplementary Documents module.

NO Check here if your Project Summary is uploaded as a Supplementary Document.

Overview:

Intellectual Merit:

Broader Impacts:

Save   Reset

Go Back

15. Click on the **"Go"** button to the left of **"Project Description"**:

Forms for Temp. Proposal #7154556
SBIR Phase I:test title

Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved		Form	Saved
GO Cover Sheet	05/30/12	GO Project Summary	01/14/13
GO Table of Contents	N/A	GO Project Description	
GO References Cited		GO Biographical Sketches	07/06/11
GO Budgets (Including Justification)	09/01/11	GO Current and Pending Support	08/18/11
GO Facilities, Equipment, and Other Resources			

Supplementary Documents

GO Data Management Plan
GO Mentoring Plan[1]
GO Project Summary with Special Characters
GO Other Supplementary Docs   07/06/11

Single Copy Documents

GO PI/Co-PI Information	N/A	GO Add/Delete Non Co-PI Senior Personnel	N/A
GO Deviation Authorization(if applicable)		GO Change PI	
GO List of Suggested Reviewers (optional)	N/A	GO Link Collaborative Proposals	
GO Additional Single Copy Documents			

Go Back

*The SBIR/STTR Phase II Project Description has five **required** sections, which should be included in a single document:*

- ✓ ***Part 1: Results of the Phase I Project***
- ✓ ***Part 2: Phase II Technical Objectives***
- ✓ ***Part 3: Organizational Information***
- ✓ ***Part 4: Consultants and Subaward Agreements***
- ✓ ***Part 5: Equivalent or Overlapping Proposals to Other Federal Agencies***

Follow the instructions on the below screen, then click **"Upload File"** to upload the document. Click **"Go Back"** until you return to the "Form Preparation" screen.

The Project Description (complete file) cannot exceed 15 pages TOTAL or the proposal will be Returned Without Review.

16. Click on the **"Go"** button to the left of **"Biographical Sketches"**:

Forms for Temp. Proposal #7154556
SBIR Phase I:test title

Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved	Form	Saved
GO Cover Sheet	05/30/12	GO Project Summary	01/14/13
GO Table of Contents	N/A	GO Project Description	
GO References Cited		GO Biographical Sketches	07/06/11
GO Budgets (Including Justification)	09/01/11	GO Current and Pending Support	08/18/11
GO Facilities, Equipment, and Other Resources			

Supplementary Documents

GO Data Management Plan
GO Mentoring Plan[1]
GO Project Summary with Special Characters
GO Other Supplementary Docs — 07/06/11

Single Copy Documents

GO PI/Co-PI Information	N/A	GO Add/Delete Non Co-PI Senior Personnel	N/A
GO Deviation Authorization(if applicable)		GO Change PI	
GO List of Suggested Reviewers (optional)	N/A	GO Link Collaborative Proposals	
GO Additional Single Copy Documents			

Go Back

Provide relevant biographical information for the PI, key personnel, subawardees and consultants. Include the following information in each biographical sketch:

- ✓ **Present and past employment**
- ✓ **Education (highest degree and year)**
- ✓ **Professional experience**

Click **"Go"** beside the appropriate persons' name to upload their biographical sketch.
Note – Biographical sketches may be uploaded individually or as one file (under the PI). Bio sketches are not to exceed two pages per person.

IMPORTANT NOTE: You can now upload all of your proposal biosketches as one file by clicking on the Principal Investigator's (PI) button and then clicking on "Transfer File." On that screen, click on the "Browse" button to select the file and then click on the "Upload File" button and follow the instructions.

Personnel assigned to proposal 7154556

| Go | A B | PI | Nothing |
| Go | John Doe | Senior Person | Nothing |

Go Back

<u>Biographical sketches for Senior Personnel (as listed in the budget) are required for all proposals to NSF.</u>

Type/Upload the "Biographical Sketch" in the below text box. When this section is completed, click **"Go Back"** to return to the "Form Preparation" screen.

Biographical Sketch

Enter information for A B on proposal# 7154556 or click on "Transfer File" to upload a file

Save Text   Delete Text   Transfer File

Go Back

If uploading a file, click **"Transfer File"** on the above screen.

Follow the instructions on the below screen, then click **"Upload File"** to upload document. Click **"Go Back"** until you return to the "Form Preparation" screen.

17. Click on the **"Go"** button to the left of **"Current & Pending Support"**:

Click the radio button beside the appropriate person's name and then click **"New Form"** to upload their Current & Pending Support.

Fill in all the required information, click **"Save Text"** and then **"Go Back"** until you return to the "Form Preparation" screen.

Current and Pending Support

for A B on proposal# 7154556

Form Specific Instructions
Enter all dates in the format mm/dd/yy.
Press the 'Go Back' button to return to the list of all PIs/CoPIs and their support items.

Project/Proposal Title:

Source of Support:

Project Location:

Total Award Amount: Starting Date (MM/DD/YY):
(#######)   Ending Date (MM/DD/YY):

Support Type

◉ Current   ○ Submission Planned in Near Future
○ Pending   ○ Transfer of Support (See Note On Transfer)

Person-months Per Year Committed to the Project
Academic (##.##):

Calendar (##.##):   Summer (##.##):

Note On Transfer:
If this project has previously been funded by another agency, please list and furnish information for immediately preceding funding period.

Back to Support Types

[Save Text] [Delete Text] [Transfer File]
[Go Back]

If uploading a file, click **"Transfer File"** on the above screen.

NSF considers the Phase II Proposal being submitted as "Pending Support". Therefore, ALL proposals being submitted must have at least one entry in the "Current & Pending Support" module.

Follow the instructions on the below screen, then click **"Upload File"** to upload the document. Click **"Go Back"** until you return to the "Form Preparation" screen.

You must have the Adobe Acrobat viewer installed on your computer in order to display PDF files. If you do not have the viewer installed, refer to Using Adobe Acrobat Reader for Printing for information on locating and installing the viewer.

Current and Pending Support

NEW! File uploads no longer have to be in PDF format!

In addition to PDF files, users can now upload a variety of word-processor files and PostScript files. These files will automatically be converted to PDF format.

Follow this link for a list of **Supported file formats** (Opens new window).

Follow this link for **New Upload Instructions** (Opens new window).

Note: Clicking on the Display Current Current and Pending Support button will display a PDF document in this window.
Once you have reviewed the document, click on the browser's "Back" button to return to this page.

[Display Current Current and Pending Support]

[Delete Current Current and Pending Support]
Size:16568 Last mod:Thu Aug 18 18:12:00 EDT 2011 Pages:1

Enter the name and location of the file to upload
or click on the **Browse** button to select the file to upload

[   ] [Browse...]
[Upload File]

[Go Back]

18. Click on the **"Go"** button to the left of **"Data Management Plan"**:

Forms for Temp. Proposal #7154556
SBIR Phase I:test title

Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved	Form	Saved
GO Cover Sheet	05/30/12	GO Project Summary	01/14/13
GO Table of Contents	N/A	GO Project Description	
GO References Cited		GO Biographical Sketches	07/06/11
GO Budgets (Including Justification)	09/01/11	GO Current and Pending Support	08/18/11
GO Facilities, Equipment, and Other Resources			

Supplementary Documents

GO Data Management Plan
GO Mentoring Plan[1]
GO Project Summary with Special Characters
GO Other Supplementary Docs — 07/06/11

Single Copy Documents

GO PI/Co-PI Information	N/A	GO Add/Delete Non Co-PI Senior Personnel	N/A
GO Deviation Authorization(if applicable)		GO Change PI	
GO List of Suggested Reviewers (optional)	N/A	GO Link Collaborative Proposals	
GO Additional Single Copy Documents			

Go Back

Proposals **must** contain a supplementary document labeled "Data Management Plan" which can simply consist of the statement, *"All data generated in this SBIR (or STTR) Phase II project is considered proprietary."*

Follow the instructions on the below screen, then click **"Upload File"** to upload the document. Click **"Go Back"** until you return to the "Form Preparation" screen.

Data Management Plan

NEW! File uploads no longer have to be in PDF format!

In addition to PDF files, users can now upload a variety of word-processor files and PostScript files. These files will automatically be converted to PDF format.

Follow this link for a list of Supported file formats (Opens new window).

Follow this link for New Upload Instructions (Opens new window).

Note: Clicking on the Display Current Data Management Plan button will display a PDF document in this window. Once you have reviewed the document, click on the browser's "Back" button to return to this page.

Display Current Data Management Plan

Delete Current Data Management Plan
Size:16566 Last mod:Wed Jul 06 20:08:28 EDT 2011 Pages:1

Enter the name and location of the file to upload
or click on the **Browse** button to select the file to upload

[   ] Browse..

Upload File

Go Back

19. Click on the **"Go"** button to the left of **"Mentoring Plan"**:

Forms for Temp. Proposal #7154556
SBIR Phase I:test title

Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved	Form	Saved
GO Cover Sheet	05/30/12	GO Project Summary	01/14/13
GO Table of Contents	N/A	GO Project Description	
GO References Cited		GO Biographical Sketches	07/06/11
GO Budgets (Including Justification)	09/01/11	GO Current and Pending Support	08/18/11
GO Facilities, Equipment, and Other Resources			

Supplementary Documents

GO Data Management Plan
GO Mentoring Plan[1]
GO Project Summary with Special Characters
GO Other Supplementary Docs   07/06/11

Single Copy Documents

GO PI/Co-PI Information	N/A	GO Add/Delete Non Co-PI Senior Personnel	N/A
GO Deviation Authorization(if applicable)		GO Change PI	
GO List of Suggested Reviewers (optional)	N/A	GO Link Collaborative Proposals	
GO Additional Single Copy Documents			

Go Back

If the proposal contains a subaward budget to an academic institution requesting funding for postdoctoral researchers, a "Postdoc Mentoring Plan" must be included as a supplementary document. Otherwise, you may skip this section. **Note that employees of the small business or other for-profit companies DO NOT count as postdocs, as they relate to this requirement, and should not be budgeted on line B.1.**

Follow the instructions on the below screen, then click **"Upload File"** to upload document. Click **"Go Back"** until you return to the "Form Preparation" screen.

Mentoring Plan

NEW! File uploads no longer have to be in PDF format!

In addition to PDF files, users can now upload a variety of word-processor files and PostScript files. These files will automatically be converted to PDF format.

Follow this link for a list of Supported file formats (Opens new window).

Follow this link for New Upload Instructions (Opens new window).

Note: Clicking on the Display Current Mentoring Plan button will display a PDF document in this window.
Once you have reviewed the document, click on the browser's "Back" button to return to this page.

Display Current Mentoring Plan

Delete Current Mentoring Plan
Size:16568 Last mod:Wed Jul 06 20:11:24 EDT 2011 Pages:1

Enter the name and location of the file to upload
or click on the **Browse** button to select the file to upload

Browse..

Upload File

Go Back

20. Click on the **"Go"** button to the left of **"Other Supplementary Docs"**:

Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved		Form	Saved
GO Cover Sheet	05/30/12	GO	Project Summary	01/14/13
GO Table of Contents	N/A	GO	Project Description	
GO References Cited		GO	Biographical Sketches	07/06/11
GO Budgets (Including Justification)	09/01/11	GO	Current and Pending Support	08/18/11
GO Facilities, Equipment, and Other Resources				

Supplementary Documents

GO Data Management Plan

GO Mentoring Plan[1]

GO Project Summary with Special Characters

GO Other Supplementary Docs   07/06/11

Single Copy Documents

	Saved			Saved
GO PI/Co-PI Information	N/A	GO Add/Delete Non Co-PI Senior Personnel		N/A
GO Deviation Authorization(if applicable)		GO Change PI		
GO List of Suggested Reviewers (optional)	N/A	GO Link Collaborative Proposals		
GO Additional Single Copy Documents				

Go Back

The ONLY documents which are appropriate for this section are as follows:
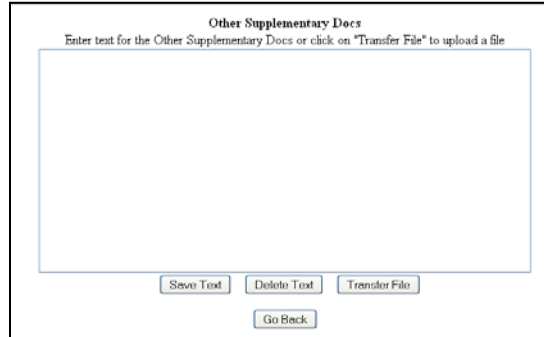
✓ Payment Schedule

✓ Milestone Chart

✓ Company Commercialization Plan

✓ Company Commercialization History (must be provided if the proposing small business has received prior Phase II SBIR/STTR awards from any agency; must use the NSF template)

✓ Phase I Final or Phase IB Interim Report (must be uploaded into the Phase II proposal in FastLane in addition to submission via Research.gov).

✓ Cooperative Research Agreement or letter stating that CRA will be executed upon award (required for all STTR proposals)

✓ Post Doc Mentoring Plan (required only if funds are included on line "B.1 Post-Doctoral Scholars" *on a subaward budget to a university*)

✓ Letters of Support for Technology (optional but strongly recommended; no more than 5 letters) - *letters of commitment from Consultants or Subawardees should be uploaded in the Budget Justification module, NOT here.*

✓ Data Management Plan - **required by NSF for all proposals**

✓ Letters regarding Use of Human Subjects (e.g. Institutional Review Board) or IACUC approval for animal use (required only if the Phase II research involves human or animal subjects)

✓ ****NEW IN 2013** Small Business Administration (SBA) Company Registry** Registration in the SBA Company Registry is required for all applicants: http://sbir.gov/registration. A PDF document called the "**SBIR.gov SBC Registration Control ID Form**" is available online following completion of the registration process. This PDF must be uploaded as a supplementary document during the NSF proposal submission process – **required for ALL SBIR/STTR proposals**

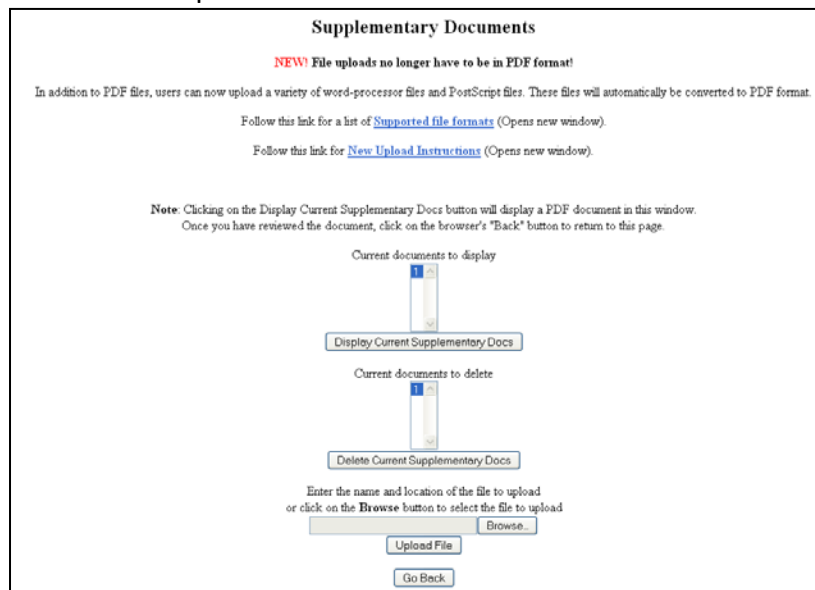**Please visit the following website for IIP templates and forms:**
http://www.nsf.gov/eng/iip/sbir/Forms/index.jsp

Type/Upload your necessary information in the below text box. When this section is completed, click

"Go Back" to return to the "Proposal Actions" screen.

If uploading a file, click **"Transfer File"** on the above screen.

Follow the instructions on the below screen, then click **"Upload File"** to upload document. Click **"Go Back"** until you return to the "Proposal Actions" screen.

Proposal Submission Procedures

If you have completed all the above actions you are now ready to submit your proposal. If you want to print out your proposal before moving to the submission and printing section below, return to the "Proposal Actions" screen and click on the **"Print"** button. **This will allow you to have a hard copy of what you have entered into FastLane.** *(The printed proposal is not your official proposal).* Note that only those persons listed as official Sponsored Research Officers (SROs) have the ability to complete submission of the proposal to NSF.

➢ If you have SRO Access Rights, you can click the **"Submit SBIR"** button and the proposal will be submitted to NSF. You will receive a confirmation email with the new NSF Proposal ID.

➢ If you **do not** see the "Submit SBIR" button on the "Proposal Action" screen, then you do not have the FastLane SRO Access Rights and should follow the directions below.

Submitting a proposal to NSF involves two steps in the Research Administration portal:
- ✓ Submitting the proposal to NSF
- ✓ Electronically signing the proposal

1. To begin the submission process, return to the Proposal Actions screen; select and highlight the proposal you wish to submit and click on the button **"Allow SRO Access"**.

Temporary Proposals in Progress
Temporary Proposal # - Title of the Proposal
7154556 - SBIR Phase I

| Edit | Delete | Check | Save as Template | Allow SRO Access | Proposal PIN | Print |

| Submit SBIR | Submit STTR |

Create New Proposal

| Create Blank Proposal | Use Template |

| SBIR Phase I | SBIR Phase II | STTR Phase I | STTR Phase II |

| Go Back |

2. At this point, FastLane may notify you of some warnings related to the proposal. These items (see list on the below screen) will not prevent you from submitting your proposal, but it would be in your best interest to review the list carefully prior to your submission. When you are ready to continue, click **"Proceed"** to continue the submission process.

Proposal Errors/Warnings For Temporary Proposal Id 7154556

Proposal Warnings
Items listed here will not prevent submission.
Print this page for reference before returning to the Form Preparation screen.

- Invalid Zip Code Found - The Zip Code of the institution must be 9 digits.
- No Budget Justification - The Budget Justification for the Awardee Institution has not been completed.
- No NSF Unit Selection - An NSF Unit has not been selected on the Cover Sheet form.
- Insufficient Amount Requested - An amount not greater than $1 has been entered for the Requested Amount on the Remainder of the Cover Sheet form.
- Insufficient Duration Requested - A duration less than 1 month has been entered for the Proposal Duration on the Remainder of the Cover Sheet form.
- No Starting Date - A Requested Starting Date has not been entered on the Remainder of the Cover Sheet form.
- Missing DUNS Number - Enter a valid 9 digit DUNS Number for the institution.
- Organization-DUNS Conflict - The identified organization cannot be found in the Central Contractor Registration (CCR) as the organization is either: (1) not registered in CCR or (2) the record in FastLane Research Administration (including the DUNS number and address) does not match the data in the CCR. Effective January 5, 2008, proposers are required to register in the CCR prior to proposal submission. Failure to complete the CCR registration process prior to proposal submission may impact the processing of the proposal.

| Go Back |

| Proceed |

3. If you are ready to complete the submission process, select the third **"Go"** button for "Allow SRO to view, edit and submit proposal."

Sponsored Research Office (SRO) Access Control
Current SRO Access for proposal 7154556 is set to None

GO	Allow SRO to only view proposal but not submit
GO	Allow SRO to view and edit but not submit proposal
GO	Allow SRO to view, edit and submit proposal

| Go Back |

4. Then click the **"OK"** button on the below screen.

The SRO now has complete access to proposal 7154556
Your proposal is not submitted until your SRO submits the proposal to NSF. Once the proposal is submitted, you will be sent an e-mail with the official NSF proposal number.
You can then use FastLane to check the status of the proposal. Once the proposal is submitted, the proposal will no longer appear on the Proposal Actions screen when you log into Proposal Preparation to prepare a proposal. The submitted proposal will show up in your list of Submitted Proposals.

OK

WARNING - Notifications to the Sponsored Research Office could not be sent. Either there are no email addresses for any of the Sponsored Research Office personnel assigned to this institution or there are no Sponsored Research Office personnel with the required FastLane permissions to submit a proposal.

SRO ACCESS STEPS

At this point, the Sponsored Research Officer (SRO) has to take the following steps to submit the proposal to NSF.

1. Go to the FastLane Home Page and select the "Research Administration" link.

2. The authorized organizational representative will be asked to provide the following Log-in information:
   - ✓ Last Name
   - ✓ NSF ID
   - ✓ Password

3. Click **"Proposals/Supplements/File Updates/Withdrawals"**. The screen displays on the **Documents in Progress** tab.

4. Click **"Submit"** in the row for the proposal you want to submit.

5. The "Proposal Errors/Warnings" screen gives you the capability to submit the proposal, if there are no errors that prevent submission.

5. There are two options at this point: **Submit and Sign the Proposal** or **Submit the Proposal Only**. The steps below are for the **Submit and Sign the Proposal** option. *(If you are an SPO with AOR permissions, you have the capability to submit and sign the proposal. If you submit without signing, please have the AOR sign the proposal as soon as possible.)*

5a. **"Debarment and Suspension"**: click the **radio button for "Yes or No"** if there are any debarments or suspensions of you or of your organization from transactions with federal agencies. (*If you answered Yes,* provide an explanation in the text box.)

5b. **Institution Information**: Check the accuracy of your organization's information, then click **"Sign and Submit"**.

5c. **Proposal Submission Confirmation** screen: Displays a message that the proposal has been successfully submitted to NSF. It also displays the official NSF proposal number which has been assigned.

- ✓ Write down the NSF proposal number
- ✓ Print a copy of the **Proposal Submission Confirmation** screen, if desired
- ✓ Click the **"OK"** button to return to the "Documents in Progress" tab

This is the Proposal Number you should reference in all communications with NSF regarding this proposal henceforward.